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19 February 1957

25X1

MEMORANDUM FOR: Director of Training
FROM: Chief, Plans and Policy Staff
SUBJECT: Weekly Activity Report #7

I. COMPLETED PROJECTS

a. Comments on Suggestion to Incentive Awards Committee

Comments were prepared for the Incentive Awards Committee regarding a suggestion that all Agency Reserve Officers receive operational "Trade-craft" training. Attention was invited to the fact that a current or projected assignment in the Clandestine Services was a prerequisite for operational training.

b. External Training Credit Approved

A reply was prepared for the Management Staff indicating that credit for external training was granted under the terms of 25X1

c. Response to War Plans Group Europe

A memo responding to questions submitted by The War Plans Group Europe concerning the establishment of wartime training activities overseas was sent to PPC for transmission to the field.

d. Language Development Program

The Language Development Committee has completed all action papers on the Language Development Program. These action papers have been submitted to the CIA Career Council, who has approved them. The Director has approved the Program in principle.

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II. NEW PROJECTS

None

III. PROJECTS IN PROCESS

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a. PP/PM Seminar

The DD/P Acting Chief of the Psychological and Paramilitary Staff concurred in a DTR recommendation for the running of a seminar under the auspices of OTR for the purpose of producing PP/PM "working doctrine." This seminar will start on 21 February and will continue every subsequent Thursday until the agenda items have been exhausted. [] has been designated chairman. The permanent members of the seminar are Messrs. [] (DC/PP-DD/P), [] (C/PP/SE) and [] (C/PP/FE). Other DD/P personnel will be invited to attend as appropriate.

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IV. MEETINGS ATTENDEDa. The Establishment of Base Facilities for Wartime Re-deployment

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[] attended a meeting on 11 February, called by PPC, to consider the establishment of alternate base facilities for the wartime re-deployment of Agency Personnel in the European Theater. The establishment of a wartime training site [] is one of the items under consideration by this Committee. Further discussion will take place after certain policy questions have been resolved by PPC.

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b. IBM Training Record System

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At a meeting on Monday, 11 February 1957, it was agreed that all OTR components concerned would assist the PPS in evolving a machine record system for recording training action on personnel of the Agency. Once the coding system for each kind of training data has been developed, a small task force will be assembled to accomplish the coding of some [] individual training records into a compatible system with the Office of Personnel. This will facilitate integration of data in biographic profiles and in various types of reports which the DTR is not now able to make but

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might reasonably be expected to provide to heads of career services and the DCI for career development planning and other purposes.

c. NEA Country Estimate

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At the request of the Chief of Administration, NEA-DD/P, C/PPS and [redacted] attended a meeting to discuss the training implications of FY 58 and 59 Country Estimates. If NEA accomplishes its objectives of recruiting the [redacted] additional personnel required to carry out their Program, it will mean that operating at full capacity there will be little or no room in either the OFC and OC courses for any other component of the Agency from September 1957 through June 1959. At this particular time, it is not clear whether the NEA Program will be approved on the scale now projected. We will get earliest notice from NEA when the plan is approved and whether any cutback occurs.

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v. PUBLICATIONS

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a. OTR Catalog - Issue 2

Headquarters Catalogs [redacted]

[redacted] (General edition): Intra-Agency distribution estimate is 25 February.

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b. OTR Bulletin

1. Issue 23, February, was distributed to approximately [redacted] CIA executive and line supervisors. 25X1

2. Issue 24, March, School and staff chiefs are requested to announce at their weekly staff meetings that news items, course announcements, articles and other materials for the March issue are due in the Editor's office on 15 February.

c. OTR Poster - Issue 23

Issue 23, February, will be distributed for posting on all Agency Employee Services Bulletin Boards.

d. Agency Training Officer Meeting Open to OTR Personnel

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DD/P 20 February Wednesday 1400 hours

[redacted], coordinates the DD/P agenda.

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